Unit Commissioner Onboarding Progress Record

Commissioner Name: _____ **BSA ID Number:** _____

Registration

1. Register as a unit commissioner.

Completion Date: _____

Training / Information

2. Complete online unit commissioner basic training or attend instructor-led basic training.

Completion Date: _____

3. Review the information and resources available on www.scouting.org and www.scouting.org/commissioners, including the current issue of the commissioner newsletter and the awards and recognition and Journey to Excellence sections.

Completion Date: _____

4. Discuss with your coach the information on the *Commissioner Manuals and Resource page* and the information in the *Unit Roadmap – Starting, Sustaining & Growing Units, 2020*.

Completion Date: _____

5. Review dates/places for commissioner staff meetings, roundtables, and council/district events.

Completion Date: _____

Performance

6. Log into my.scouting.org tools and review assigned unit rosters and adult training records in Training Manager.

Completion Date: _____

7. Attend one monthly district commissioner staff meeting.

Completion Date: _____

8. Complete one contact for each of your assigned units and record them in Commissioner Tools.

Completion Date: _____

9. Review any issues concerning your assigned units with your assistant district commissioner (ADC) or district commissioner (DC).

Completion Date: _____

10. Exchange contact information with each of the Key 3 leaders of your assigned units and with your ADC and DC.

Completion Date: _____

11. Discuss with your coach how to develop a detailed unit health assessment and unit service plan.

Completion Date: _____

Continuing Education / Recognition

12. Develop a plan to earn the Arrowhead Honor.

Completion Date: _____

Approved by: _____

Coach

Coach's instructions:

The onboarding coach is responsible to ensure that the new commissioner has completed the prescribed online training or the facilitated in-person training. The coach will review the new commissioner's training record to verify that the online courses listed below have been completed or verify that the new commissioner has attended an in-person training session.

The coach will then review each of the onboarding requirements with the new commissioner and verify their completion by entering the completion date and signing the onboarding progress record.

When all of the training has been taken and the onboarding requirements have been met, the coach will add the D20 trained code to the new commissioner's training record using the training manager tool in My.Scouting.

Unit Commissioner Onboarding Progress Record

Unit Commissioner	Course Description
SCO_770	Unit Service Concepts – Unit Commissioner
SCO_771	District Level Unit Service
SCO_772	Unit Contacts
SCO_ 773	Unit Assessments
SCO_ 774	Commissioner Tools Navigation and Simple Assessments
SCO_775	Detailed Assessments and Unit Service Plan
SCO_776	Unit Service Plan
SCO_777	The District
SCO_778	Working with New Units
SCO_779	Youth Protection and Unit Resources
SCO_780	Charter Renewal
SCO_781	Commissioner Development

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